

All Islands Coral Reef Committee

Secretariat Executive Director

Honolulu, Hawaii

<http://tbgva.net/careers.html#aicrc>

The individual in this position supports the U.S. All Islands Coral Reef Committee ([AIC](#)) through The Baldwin Group's ([TBG](#)) contract with NOAA's Coral Reef Conservation Program ([CRCP](#)). Position will be located at the NOAA Inouye Regional Center in Honolulu, Hawaii.

The U.S. All Islands Coral Reef Committee comprises Governor-appointed Coral Reef Points of Contact from the seven U.S. state and territorial coral reef jurisdictions of American Samoa, Commonwealth of the Northern Mariana Islands, Florida, Guam, Hawaii, Puerto Rico, and the U.S. Virgin Islands. Affiliate members of the committee are the Federated States of Micronesia, Republic of the Marshall Islands, and Republic of Palau. The committee members operate at the highest level within local governments and with cabinet-level representatives within national governments. The committee's secretariat is made up of the executive director and three advisors—on policy, natural resource management, and science.

The executive director coordinates and advises the points of contact and affiliate members. This individual also coordinates, develops, communicates, and implements priorities established by the All Islands Coral Reef Committee by facilitating the consensus decision-making process among voting members (with input from affiliate members and guidance from advisors). Other tasks include coordinating advisor input and guidance as well as assessing political and organizational environments in order to provide proactive and strategic policy support and advice to points of contact.

Additionally, the secretariat's executive director provides programmatic services, which include communication as well as partnership building and maintenance within the committee and also with members of the U.S. Coral Reef Task Force; NOAA Coral Reef Conservation Program; U.S. Department of the Interior's Office of Insular Affairs; other federal partners; nongovernmental organizations; and relevant local, regional, national, and international organizations. This individual also initiates, coordinates, and facilitates committee interactions with executive-level federal leadership and U.S. Congressional representatives and staff members.

The executive director maintains, implements, tracks, and updates the committee's plans—including the charter, strategic plan, and communications plan—with feedback of all members, using the committee's consensus decision-making process. This person provides administrative and logistical support for general committee operations, bi-annual committee meetings, monthly calls, and other meetings as needed. Another responsibility includes coordinating committee

participation in the task force's steering committee and business meetings and associated conference calls. In addition, this individual develops and maintains committee outreach tools and products that include, but are not limited to, the website and social media sites.

Core responsibilities include the following, but are not limited to them:

- Support and coordinate All Islands Coral Reef Committee participation in task force-related meetings, calls, and efforts throughout the year, including strategy development, the Watershed Partnership Initiative Strategy, resolutions, appropriate working groups, and reports.
- As designated by the chair, represent the committee in meetings and on calls with colleagues and partners to articulate committee priorities, issues, and positions.
- Develop and disseminate an effective committee chair report and presentation with feedback and input from all points of contact and with the guidance of advisors. The report is presented at every task force meeting and includes committee priorities, main issue areas, requests to the task force, and jurisdictional updates.
- Take responsibility for planning, logistics, and coordination of any committee meetings (between points of contact with partners and Congressional staff members, as needed) during each task force meeting. The task force meetings are held in Washington, D.C., in winter and in a jurisdiction in fall. Work cooperatively with task force secretariat staff members and steering committee co-chairs.
- Track relevant legislative efforts related to coral reefs—for example, the Coral Reef Conservation Act reauthorization and the Vessel Incidental Discharge Act (S. 373). In addition, provide strategic policy advice and key messaging; coordinate with partners (e.g., NOAA, Coastal States Organization); communicate with Congressional staff members; work with partners (e.g., NOAA); and coordinate point-of-contact input.
- Strategize and develop (with points of contact and advisor input) key actions and messaging to take advantage of opportunities to effectively convey committee priorities to partners. Develop proactive and effective next steps to move committee priorities forward.
- Draft and coordinate point of contact and advisor input and finalize the committee strategic and action plans (2016 – 2020) with committee buy-in. Ensure plan implementation and monitoring, and propose adaptive measures and changes as needed.
- Support, facilitate, and provide guidance to points of contact on committee priorities, main issues, and efforts that include but are not limited to the National Coral Reef Fellowship Program and Integrated Partnership Plan and effort with NOAA's Coral Reef Conservation Program.
- Prepare committee members for clear articulation of jurisdictional priority issues, based on committee consensus, to members of the U.S. Coral Reef Task Force, high-level federal agency representatives, and Congressional staff members. Use creative resources and tools (e.g., infographics) to effectively communicate this information via visual presentations, briefing materials, scripts, infographics, white papers, and position documents, as needed
- Communicate and liaise on coral reef and island issues between the committee, the NOAA's Coral Reef Conservation program, the U.S. Department of the Interior's Office of Insular Affairs, and other federal agency members of the task force. Coordinate among points of contact to provide timely committee response to documents and other information requests from partners.

- Update the committee's communications plan and charter, and draft (as needed) standard operating procedures with input from members and advisors.
- Build out the committee's communications infrastructure, including new website, social media venues, intranet, e-newsletter, online calendars, and document repository. Use branding and marketing principles throughout to increase name recognition.
- Help build and maintain teamwork and camaraderie among points of contact.

Qualifications

Required:

- Master's degree in marine science, coastal management, or related field plus three years of related experience
- Knowledge of issues confronting coral reef conservation
- Strong written and verbal communication skills
- Self-starter with ability to work in a team environment
- Demonstrated ability to build relationships with management, colleagues, and external partners
- Technical writing skill and ability to synthesize technical information

Preferred:

- Experience working with state and federal agencies, tribes, academia, and nongovernmental organizations
- Prior experience supporting senior management
- Experience managing project budgets and tracking project milestones

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